



Gelganyem Trust



Kilkayi Trust

SENIOR PROGRAMS OFFICER

Gelganyem and Kilkayi Trusts were established in 2005 as an outcome of the Indigenous Land Use Agreement between Argyle Diamonds and the Traditional Owners of the land where the diamond mine operates. The trusts are administered from a modern office building in the East Kimberley town of Kununurra.

As part of its commitment to employing its own skilled Aboriginal staff, we wish to appoint a Senior Programs Officer to work with the Gelganyem and Kilkayi Executive Office.

ABOUT THE ROLE

The right person for this position will have the responsibility for implementing, managing and monitoring programs as adopted by the Gelganyem board from time to time and provides advice and guidance to empower Traditional Owners to develop, adopt and implement programs including identification of resources available for and resources required to deliver adopted programs.

SKILLS NEEDED

The Senior Programs Officer position is a management role within the Gelganyem and Kilkayi executive office and the person appointed to the role, will need strong reading, writing and numbers skills along with experience using Microsoft Word and Excel. We will be happy to build on any person's skills but good numeracy and literacy and computer skills are an essential starting point. Being able to talk up and be a good communicator to build relationships with our TOs are also important skills needed in the position. Previous project management experience would be an advantage but proven organising skills and experience are essential.

BENEFITS

The position is based in Kununurra but travel to surrounding communities will be required from time to time. The salary for this position will depend on the selected person's skills and experience. As a guide, an experienced person with strong skills applicable to the role can expect a base salary of around \$75,000 to \$100,000. Additional benefits will also be discussed at interview.

For further information about this position and to request a job application pack contact Trisha Birch on 0476 722 693 or email: trisha.birch@gelganyem.com.au
Applications will be received up until Friday 21st August, 2015.